



PUBLIC HEALTH, SOCIETIES & BELONGING (PHSB)

The Human Sciences Research Council recently completed a Baseline study of the North West provincial innovation system. The project is finalising the report. To assist with finalising this output, we are seeking to appoint a service provider to deliver a high-quality report within two months.

Service provider for the production of a 300-page report and 6 factsheets for the North West provincial innovation system baseline project.

Maximum number of words for the monograph: 80 000.

Key Responsibilities

The scope of work and expectations for the service provider will include, but are not limited to, the following:

1. Management of Editorial Services:

The service provider will undertake full editing services which will include:

- 1.1 **Content editing:** guaranteeing that the final product is professionally written and accurate.
- 1.2 **Language editing:** review drafts for English-language quality (checking grammar, syntax, and consistent use of terminology and style), correct errors, and provide a certificate confirming that a language edit has been completed.
- 1.3 **Technical editing:** guaranteeing consistency in font style and size, along with adherence to specified document formatting requirements.
- 1.4 Editing and formatting tables, infographics, figures, appendices, footnotes, and references
- 1.5 **Proofreading:** checking for typos, spelling mistakes, formatting issues, and ensuring citations and figures are accurate and cross-verified.
- 1.6 Developing infographics, diagrams and designing images for the report and 4 fact sheets.
- 1.7 Communicate with HSRC project management to resolve any editorial amendments.

2. Management of the production of the monograph will include the following:

- 2.1 Typesetting
- 2.2 Indexing
- 2.3 Formatting and graphic design
- 2.4 Cover design, payment for any copyrighted images to be used in the report
- 2.5 Entire printing process
- 2.6 Delivery to HSRC offices as required

3. Management of the production of a factsheet will include the following:

- 3.1 Graphic design and layout to ensure the report cover, images, infographics, and factsheets are visually engaging and easy to read.
- 3.2 Prepare print-ready and digital-ready versions.

3. Printing Specifications for monograph: 30 Copies

3.1 Paper & Size

- Size: A4 (210 × 297 mm)
- Inside pages: 100 gsm

- Cover: 200 gsm (matte or gloss card stock)

3.2 Colour

- Text: Black & White
- Designs/infographics/images: high definition colour
- Full Colour

3.3 Printing Style

- Double-sided (duplex)
- Margins: 2.5 cm

3.4 Binding: Perfect Binding (glue binding)

3.5 Finishing

1. Cover: Laminated (matte or gloss) for durability
2. Spine: Printed with title, author, and year (for perfect or hardcover binding)
3. Inside pages: Matte finish preferred for readability
4. Delivery of the printed monographs: HSRC Pretoria Office

4. Standard Requirements:

- 4.1 The service provider must have at least 5 years of relevant professional experience in academic publishing, including high-quality English-language academic publications;
- 4.2 Proven project management experience of at least 5 years in overseeing the production and printing of academic publications;
- 4.3 Provide a list of at least 3 scientific editors, with brief CVs, to choose from, based on their expertise in language editing.
- 4.4 The editor is required to review the draft and final monograph, as well as 6 factsheets, and to advise and make recommendations to the project researchers on aspects such as:

Content

- Whether or not there are any (i) incorrect information, (ii) misleading information, or (iii) unnecessary information; and
- Whether or not the sequence of information, as presented are appropriate or not.
- The flow of information is informative and comprehensible.
- Data interpretation and presentation.
- Whether or not the document accurately captures pertinent issues.
- Whether or not the findings and conclusions drawn are based on the data as reported by the study.
- Ascertain that the results, discussions and conclusions do respond to the objectives; and
- Whether or not the tables and graphs used are accurate and appropriate.

Format

- Suitability of grammar and style; and
 - Appropriateness of language and presentation for reading by the funder, public and other relevant stakeholders.
 - Discussion/Conclusions.
- 4.5 Whether or not the discussion/conclusions are consistent with the findings; and
 - 4.6 Whether or not there are any additional discussion points that are needed to inform policy and programme development.
 - 4.7 Dissemination

- 4.8 Whether there are any sensitive points that require careful attention when the monograph is disseminated, and recommendations for how to manage these sensitivities; and
- 4.9 Suggestions for the dissemination of the research monograph and factsheet.
- 4.10 Experience in designing factsheets, infographics, and report covers.
- 4.11 Please provide a company profile and capability statement, including the CV of the project lead, the specialities of the staff involved in the project, and proof of relevant experience.
- 4.12 Provide at least three contactable references, along with reference letters, for work carried out within the past 5 years.
- 4.13 Provide at least 3 examples of similar academic publications produced in the past 5 years.
- 4.14 Provide a detailed cost breakdown aligned with the scope of work.

5. Project deliverables:

The successful service provider is expected to deliver the following:

- 5.1 E-version (PDF), print-ready monograph.
- 5.2 30 printed copies of the monographs to be delivered to the HSRC Pretoria Office at HSRC Bldg, 134 Pretorius Street, Arcadia, Pretoria, 0083
- 5.3 E-version and print-ready factsheets,

PLEASE SUBMIT THE FOLLOWING TO SCM BY: xxx

- Provide a list of at least 3 scientific editors, each with a brief CV;
- Portfolio of three projects that showcase a range of design and layout abilities;
- Company profile that includes your company's history, vision, mission, location, infrastructure, software used (e.g., QuarkExpress and InDesign), and staff profile (senior, middle and lower levels and staff qualifications);
- Provide at least three contactable references, along with reference letters, for work carried out within the past 5 years;
- Provide at least 3 examples of similar academic publications produced in the past 5 years;
- Project execution plan and timelines.
- Budget - detailed cost breakdown aligned with the scope of work.

6. Evaluation criteria
80/20 Preference Point System
Minimum threshold: 75

	Weight
Previous work presented (35) Three examples of previous work (10)- (send openable link or examples of at least 3 copies of previous work done) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points) ➤ Not provided (0 points) Style and use of infographics/images (10)- (send link or examples of at least 3 copies of previous work done) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points) ➤ Not provided (0 points) Style and use of factsheets, charts and graphs (10)- (send link or examples of at least 3 copies of previous work done) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points) ➤ Not provided (0 points) Overarching look and feel of the reports (5)- (send link or examples of at least 3 copies of previous work done) ➤ Good (4-5 points) ➤ Fair (3 points) ➤ Poor (1-2 points) ➤ Not provided (0 points)	35
Profile, capacity and competence Evidence of capacity (editing, design, layout, typesetting) on similar projects (10) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points) ➤ Not provided (0 points) Staff profiles in the project management team (at least 4) demonstrating experience in overall management, design, layout and typesetting (10) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points)	30

➤ Not provided (0 points) Profiles (at least 3) and applicability of a list of editors demonstrating experience in language editing (10) ➤ Good (6-10 points) ➤ Fair (3-5 points) ➤ Poor (1-2 points) ➤ Not provided (0 points)	
Project execution plan and timelines – completed in 3 months (35) ➤ Excellent (26-35 points) ➤ Good (16-25 points) ➤ Fair (6-15 points) ➤ Poor (1-5 points) ➤ Not provided (0 points)	35
TOTAL	100

Other procedures:

- The HSRC reserves the right to invite you for a presentation of your proposal if deemed necessary during the evaluation process.
- The HSRC reserves the right not to appoint any service provider if, based on its evaluation of submissions, it concludes that no submission was found suitable, or to appoint the services in discrete parts to more than one service provider.

CLOSING DATE FOR SUBMISSION-12 AUGUST 2026 @ 16:00PM